Language Tutor
Instruction Guide

Grades Pre-K+
Ages 4+

EI-2300

Language Tutor

Instruction Guide

grapes

airplane

circle

We make things at school.

cake
cat
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Why Language Tutor?

*Language Tutor* provides an interactive, audiovisual experience that is appropriate for a wide range of students: struggling students in general education classrooms and in special needs programs, ELL/ESL students, and students who receive speech and language intervention.

The system uses a multisensory, model-and-response strategy for language acquisition. Students see the target words on the *Language Tutor* cards, listen to them being spoken on the default Teacher track, and repeat them as many times as needed, progressing independently and at their own pace. When ready, students record themselves speaking the words and compare their speech with the Teacher track, building their skills and confidence in a systematic and motivating way. Perfect for differentiated instruction, individual students, and small groups, *Language Tutor* makes an excellent guided or center activity.

The Language Tutor Cards

The *Language Tutor* cards (sold separately) introduce and reinforce important skills, from readiness to beginning reading. Each *Language Tutor* card set focuses on a different skill. See the back cover of this guide for a list of available card sets.

Each card presents a lesson, such as a letter, a word or words, or a sentence. The lessons are illustrated with full-color photographic images. Each card is printed with a unique bar code. *Language Tutor* reads the bar code and speaks the corresponding audio for the card. The cards are color-coded and numbered for easy identification.
Let’s Look at Language Tutor’s Features

1. **Card Holder**
   Slip a card into the holder. The card’s bar code is scanned and the corresponding audio is spoken.

2. **Tracking Lights**
   Tracking lights underline target information on the Language Tutor cards. Tracking lights only function during default audio playback.

3. **RECORD Button**
   Press the red button and hold to record.

4. **TEACHER Button**
   Press the green button to play default or teacher-recorded audio.

5. **STUDENT Button**
   Turn the dial to a student’s assigned number (1, 2, or 3) and press the yellow button to record or play that student’s audio. Language Tutor enables up to three students to record audio for each card.

6. **Microphone**
   Use the built-in microphone to record, or plug an external microphone into one of the provided jacks.

7. **AC Adapter Jack**
   Plug in the AC adapter here.

8. **Headphone Jacks**
   Plug in any standard 1/8” or 1/4” headphone.

9. **Microphone Jacks**
   Plug in any standard 1/8” or 1/4” microphone.

10. **Speaker**

11. **Volume Control**

12. **USB Cartridge Jack**
   As we expand our card library, the new card sets will include a USB Flash Drive containing audio content.
Let's Look at Language Tutor's Features

**Teacher Control Panel**

**Battery Compartment**
Place 4 fresh AA batteries in the back of the unit.

**Teacher Audio**
Set to LOCK to prevent students from recording over the default or teacher-recorded audio. Set to UNLOCK to record your own audio to a card or if you are recording to a card created using the Make-Your-Own Language Tutor blank cards.

**Tracking Lights**
Switch to turn the tracking LEDs (lights) ON or OFF. The tracking lights only function during the default audio for each card.

**Playback Speed**
Users can play audio at a NORMAL or SLOW speed without experiencing any shift in pitch. This is helpful for struggling students.

**Delete Audio**
You can either delete audio for a single CARD ONLY or delete ALL student or teacher-recorded audio. See pages 7–8.
Before You Begin

While *Language Tutor* is extremely easy to use, it is important for students to become familiar with using it before they begin working independently. Introduce the unit, pointing out and demonstrating the function of the TEACHER, STUDENT, and RECORD buttons. We suggest working with younger, more inexperienced students during their first recording attempt.

Getting Started

- Plug in the AC adapter, or place 4 AA batteries in the battery compartment. See pages 8 and 10 in this guide.
- Set the Teacher Controls (see page 5) on the back of the unit to your preferences.

Using Language Tutor

1. Slip a card into the Card Holder. If the unit is off, inserting a card will turn it on.
2. The unit scans the card’s bar code. The green TEACHER button flashes, prompting the user to press it.
3. If there is student-recorded audio for the current dial position (1, 2, or 3), the yellow STUDENT button flashes alternately with the green TEACHER button. The user may press either button to play the corresponding teacher or student audio.
4. Choose one of the following activities.

Playing Default and Teacher-recorded Audio

- Press the TEACHER button.
- The default audio plays. Tracking lights underline target words on the card. If you have recorded new audio for the card, then that audio plays. Note that tracking lights only function with default audio.
- The student listens to the audio.
- The student repeats the audio. The TEACHER button remains lit.
- Press the TEACHER button to replay the audio.
- The student can press, listen, and repeat as many times as necessary until he or she wishes to record a response.

Playing Student Audio

- If the yellow STUDENT button is flashing, the user may press it to listen to the recorded student audio for that dial position (1, 2, 3).
- If the yellow STUDENT button is not flashing, no student audio has been recorded for that dial position. Turn the STUDENT button dial to another student number (1, 2, or 3). Press the STUDENT button to listen to the corresponding audio.
- The STUDENT button remains lit.

Teacher-recorded Audio

You may replace the default audio with your own teacher-recorded audio. Some teachers want students to hear a familiar instructional voice. *Language Tutor* has internal memory to store a total of two hours of student- and teacher-recorded audio. New teacher-recorded audio will become the default audio when the TEACHER button is pressed.
The unit will not, however, delete the default audio. You may revert to the default audio at any time. (See Teacher Audio page 8.)

- Set the Teacher Audio, located in the Teacher Control Panel on the bottom of the unit, to UNLOCK.
- Press the TEACHER button.
- Press and hold down the RECORD button.
- Speak into the microphone.
- Release the RECORD button when finished recording.
- After the audio plays, the TEACHER button remains lit.

**NOTE:** Language Tutor’s tracking lights only function with the default audio.

**Student-recorded Audio**

*Language Tutor* can store the recorded audio for up to three different students on each card.

- Turn the STUDENT button dial to the assigned student number (1, 2, or 3).
- Press the STUDENT button.
- If there is no audio for that student, you will hear a beep. After the audio or beep plays, the button remains lit.
- Press and hold down the RECORD button.
- Speak into the microphone.
- Release the RECORD button when finished recording.
- The STUDENT button remains lit.

**Comparing Audio**

Comparing student-recorded audio to the default or teacher-recorded audio is integral to *Language Tutor’s* model-and-response strategy of language acquisition.

- Press the TEACHER button and listen.
- Press the STUDENT button and compare.
- If a student is not satisfied with his or her recorded audio, the student can record it again following the steps above.
- The button for the most recently played audio stays lit.

**Deleting Audio**

The Delete Audio buttons are located in the Teacher Control Panel on the bottom of the unit.

**Student Audio**

When you have reviewed a student’s recorded work, you may delete it from the unit.

*To delete all of a student’s audio:*

- Dial the selected student’s number on the STUDENT button and press the button.
- Set the Delete Audio switch to ALL.
- Press the DELETE button.
- The unit will prompt you to press DELETE again to confirm the deletion.

*To delete the audio of a single card:*

- Set the Delete Audio switch to CARD ONLY.
- Insert the card into the Card Holder.
- Dial the selected student’s number on the STUDENT button and press the button.
- Lift the unit, taking care to keep the card in place. Locate the DELETE button. (It is the last button on the right of the unit.) Press the DELETE button.
- The unit will prompt you to press DELETE again to confirm the deletion.
Teacher Audio
In some cases, you may have recorded new audio to a card. You may retain that audio, or you may revert to the card’s default audio.

To revert to a card’s default audio:
• Set the Delete Audio switch to CARD ONLY.
• Insert the card into the Card Holder.
• Press the TEACHER button.
• Lift the unit, taking care to keep the card in place. Locate the DELETE button. (It is the last button on the right of the unit.) Press the DELETE button.
• The unit will prompt you to press DELETE again to confirm the deletion.
Note: To delete all teacher-created audio, set the Delete Audio switch to ALL.

Operating Language Tutor with the Adapter
With the AC adapter, Language Tutor can run indefinitely without batteries. Follow these steps for using the adapter with Language Tutor:

1. Plug the end of the adapter cord into the AC adapter jack located on the left side of Language Tutor.
   • Language Tutor must only be used with the included AC adapter.
   • The AC adapter should be examined regularly for damage to the cord, plug, enclosure, and other parts. In the event of such damage, do not use the AC adapter until the damage has been repaired.
   • Disconnect Language Tutor from the AC adapter before cleaning.
   • The AC adapter unit is not a toy.

2. Carefully plug the adapter body into a wall socket.
   • Language Tutor must not be connected to more than the recommended number of power supplies.
   • Language Tutor is not suitable for children under three (3) years of age.

Operating Language Tutor with Headphones

Headphone Sizes
Language Tutor is equipped with two different-sized headphone jacks — ½" and ¼". Optional ¼" headphones are available from your authorized Educational Insights dealer. The Educational Insights stock number is EI-3916. With headphones, a student can work with Language Tutor without disturbing others. Simply plug the cord from the headphones into the appropriate headphone jack, located on the left side of Language Tutor next to the AC adapter jack. Only one of the two headphone jacks may be used at a time. Plugging headphones into either headphone jack will disable the unit’s main speaker.

Multiple Headphones
Several students can listen to Language Tutor lessons at one time. An optional four-position headphone box is available from your authorized Educational Insights dealer. The Educational Insights stock number is EI-3917. Simply plug the headphone box into the ¼" headphone-jack position. Then, plug the headphones for each student into the headphone box.

A four-position headphone listening center equipped with a four-position box and four headphones is also available. The Educational Insights stock number is EI-3919.
Headphones with Boom Microphones

Headphones equipped with a boom microphone can help eliminate noise and improve the quality of students’ recorded speech. Language Tutor supports this type of headphone equipped with two separate jacks. An optional headphone equipped with a boom microphone is available from your authorized Learning Resources dealer. The stock number for Stereo Headphones with Microphone is LER 6991. Plug the headphones and the microphones into their respective jacks, located on the left side of the unit next to the AC adapter jack.

Operating Language Tutor with External Microphones

Language Tutor offers options for recording. The unit is equipped with a built-in microphone. There are also two different-sized microphone jacks — ¼” and ⅛”. Simply plug the cord into the appropriate microphone jack, located on the left side of Language Tutor next to the headphone jacks. Only one of the two microphone jacks may be used at a time. Plugging a microphone into either microphone jack will disable the unit’s built-in microphone.

Frequently Asked Questions

Why don’t the tracking lights work during student- or teacher-recorded audio?
Because of the difference in users’ speaking rates, the tracking lights are set to function with default audio only.

What if no audio plays when the STUDENT button is pushed?
If no audio has been recorded for that dial position (1, 2, or 3), you will hear a beep and no audio will play.

Why can’t I record to the Teacher track?
Check the Teacher Control Panel on the bottom of the unit. The Teacher Audio must be set to UNLOCK to allow recording. This protects default and teacher-recorded audio from accidentally being recorded over by students.

I have two students working with Language Tutor using headphones, but one of them can’t hear anything. What’s wrong?
Only one headphone jack operates at a time. You can have several students listening to Language Tutor lessons at a time by using a headphone box. See page 8 of this guide.

Can I slow the audio playback for students who need that kind of support?
Yes. Set the Playback Speed in the Teacher Control Panel on the bottom of the unit to SLOW. The audio will play at 70%–80% of normal speed without a change in pitch.

How long can the teacher-recorded audio be for a Make-Your-Own card?
There is no restriction on how long the audio can be. However, the total user-recorded audio may not exceed two hours.

What if I get a “memory full” message?
If you hear the message, “The memory is full,” when you try to record, you will need to delete some previously recorded audio to free up memory space. See pages 7–8, Deleting Audio.

Why is there a USB cartridge jack?
Language Tutor’s card library continues to grow. Future card sets will come with a USB Flash Drive loaded with the set’s audio content. If you lose the USB Flash Drive, you will be able to download the content to any USB Flash Drive for free from our website.
Can I make copies of cards made with the Make-Your-Own cards?
You may make copies of cards you create to share with others. Be aware, however, that Language Tutor scans the bar code on the BACK SIDE of a card. This means that the bar code for the image on the front of the card is actually on the back of the card and vice versa. If you reproduce your cards, be sure that they are two-sided and have the correct bar code on the back for the image on the front.

Caring for Language Tutor
Troubleshooting
If Language Tutor is not working properly, replace the batteries with a fresh set. Weak batteries can cause a variety of malfunctions. To prolong battery life, Language Tutor will shut down after five minutes of inactivity. If Language Tutor will not be used for a long period of time, remove the batteries to prevent possible corrosion.

How to Clean Language Tutor
If you are using Language Tutor with the AC adapter, disconnect the AC adapter before cleaning. Clean Language Tutor with a slightly damp or dry cloth. Do not immerse Language Tutor in water. Do not spray liquid of any kind on Language Tutor.

Battery Installation and Instructions
For the best operation, always use fresh alkaline batteries. Other battery types will have a shorter life.
1. Carefully open the battery compartment door, located on the bottom of Language Tutor, by loosening the screw holding it in place.
2. Install four fresh AA-cell (DC 1.5v) batteries in the battery compartment, following the diagram that shows correct battery installation.
   • Do not use rechargeable batteries.
   • Do not mix old and new batteries.
   • Do not mix different types of batteries: alkaline, standard (carbon zinc) or rechargeable (nickel-cadmium) batteries.
   • Do not recharge non-rechargeable batteries.
   • Remove rechargeable batteries from the unit before charging.
   • Only charge rechargeable batteries under adult supervision.
   • Only use batteries of the same or equivalent type as recommended.
   • Insert batteries with the correct polarity.
   • Remove exhausted batteries from the unit.
   • Do not short-circuit the supply terminals.
   • To prevent corrosion and possible damage to the product, we recommend removing the batteries from the unit if it will not be used for more than two weeks.
3. Close the battery compartment door and tighten the screw.
WARRANTY INFORMATION

Dear Customer,

Thank you for purchasing Language Tutor."™ We’re certain that you and your students will enjoy the learning fun offered by this product.

Educational Insights warrants each unit against factory defects in material and workmanship for one year from the date of purchase to the original purchaser only. This warranty is invalid if the damage or defect is caused by accident, consumer abuse, or unauthorized alteration or repair.

This warranty does not cover any claim concerning worn-out or defective batteries.

If your Language Tutor fails to operate satisfactorily during the first year after purchase, return it postage prepaid to the address below. Be sure to include the product, your name, address, phone number and/or e-mail, a copy of your sales receipt or invoice, and a brief description of the problem. If the unit is found to be defective within the first year, it will be repaired or replaced at no further cost to you.

Direct all returns to:
Educational Insights
Warranty Replacements
380 N. Fairway Drive
Vernon Hills, IL 60061

Customer Service:
(800) 995-4436 (U.S. & Canada) or
+44 (0)1553 762276 (U.K. & Europe)

Register your Language Tutor unit at: www.educationalinsights.com/productregistration

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into a different outlet from the receiver.
- Consult the dealer or an experienced radio/TV technician for help.

Note: The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user’s authority to operate this equipment.
The *Language Tutor* is used with the *Language Tutor* card sets. Each *Language Tutor* card set focuses on a particular skill. Look for these sets from Educational Insights®:

- EI-2301  Readiness Cards
- EI-2302  Phonics 1 Cards
- EI-2303  Phonics 2 Cards
- EI-2304  Picture Words Cards
- EI-2305  Rhyming Word Families Cards
- EI-2306  Sight Words Cards
- EI-2307  Compound Words Cards
- EI-2308  Home and Family Cards
- EI-2309  School and Community Cards
- EI-2310  Make-Your-Own Cards (256 double-sided cards)